

Position Description



Date: 10 September 2025

SECTION 1: POSITION IDENTIFICATION

Position Title: GP Retention Consultant (Priority Areas)

SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Manager, Workforce Solutions

Positions with direct responsibility to this position: Nil

Classification Level: 5

SECTION 3: KEY RESPONSIBILITIES

As a member of the Workforce Solutions team contribute to the aims, objectives and culture consistent with the values of Rural Health West to ensure all Western Australian communities have ready access to qualified and experienced health professionals.

The GP Retention Consultant (Priority Areas) will work collaboratively as part of a team to design, implement, and evaluate projects and programs that support the retention of doctors in primary care across MM1/DPA locations and other priority locations in Western Australia. The role will also contribute to workforce expansion by identifying opportunities and preparing relevant tenders.

SECTION 4: POSITION RELATIONSHIPS

The GP Retention Consultant (Priority Areas) will work as a member of the Workforce Solutions team and will be responsible to the Manager, Workforce Solutions.

SECTION 5: STATEMENT OF DUTIES

Under the general direction of the Manager Workforce Solutions the GP Retention Consultant (Priority Areas) will deliver the following programs and duties:

Program Coordination

- Develop and implement targeted workforce attraction and retention strategies tailored to high-need MM1/DPA locations and other identified priority locations.
- Analyse and review the impact of strategies and outcome measures, providing recommendations for improvement and efficiency.
- Provide advice and practical support to practices in high-need MM1/DPA locations navigating workforce challenges (e.g. recruitment processes, visa pathways, regulatory requirements).
- Contribute to workforce expansion by identifying opportunities and developing high-quality tenders and funding submissions.
- Assess non-DPA exceptional circumstances applications and provide advice to the Australian Government Department of Health, Disability and Ageing.

Stakeholder Engagement / Partnerships

- Engage with internal and external stakeholders to identify potential locations and program areas for expansion of existing Rural Health West services.
- Collaborate with other Rural Health West programs to ensure efficiency of effort, strong stakeholder relationships, and a high-quality candidate experience.
- Actively participate in partner-led workforce reviews and initiatives, fostering collaboration and alignment between projects and Rural Health West objectives.
- Foster strong cross-program collaboration (e.g. GP training, retention, nursing, allied health) to maximise synergies.

Promotion and marketing

- Represent Rural Health West at events such as conferences and career expos to promote workforce services.
- Contribute case studies, success stories, and practice profiles to demonstrate impact and strengthen Rural Health West's profile.

Reporting

- Prepare, collate and contribute to relevant program reports, as required.
- Ensure program delivery and reporting meet contractual obligations.

General

- Maintain knowledge of contemporary issues for Australian general practice and primary health care providers.
- Actively participate in professional networks, training, and forums to keep knowledge current and contribute to team learning.
- Ensure activities align with priorities set in the annual Health Workforce Needs Assessment and Activity Work Plans.
- Develop, maintain, and implement relevant program policies, procedures, and documentation as required.
- Maintain relevant databases and participate in data collection, evaluation, and reporting activities.
- Contribute to improvements in processes and procedures as part of the team.
- Actively contribute to the development of a culture consistent with the Rural Health West values.
- Contribute to projects aligned with the Strategic Plan.
- Identify risks (workforce, program, reputational) and contribute to mitigation strategies.

SECTION 6: SELECTION CRITERIA

Essential

1. Tertiary qualifications in a relevant discipline or equivalent competency.
2. Experience in policy interpretation and application, program delivery and evaluation.
3. Demonstrated experience in program delivery, with demonstrated planning and organisational skills.
4. Demonstrated understanding of, and exposure to, recruitment and or workforce retention processes and practices
5. Ability to work independently, show initiative and work productively as part of a team.

6. Highly developed interpersonal and verbal communication skills.
7. Experience working with people from different cultural and linguistic backgrounds.
8. Well-developed written communication skills, including experience with report writing and development of program assessment and evaluation tools.
9. Willingness to contribute to a positive workplace culture.

Desirable

1. Knowledge of rural and remote Western Australia.
2. Understanding of the health industry

SECTION 7: APPOINTMENT FACTORS

- Some additional after hours and occasional weekend work will be required
- Travel may be a requirement of this role

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
 - We identify relationships and proactively work on building and nurturing them
 - We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

